

New Business.

NOTE.

10-8-19.

NEW

BUSINESS

MAYOR'S OFFICE COORDINATORS REPORT

531

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 1089 Event Name: Junior League of Detroit Designers' Show House Sneak-a-Peek

Event Date: October 11 - 13, 2019

Street Closure: None

Organization Name: The Junior League of Detroit, Inc.

Street Address: 32 Lake Shore Road Grosse Pointe, MI 48236

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input checked="" type="checkbox"/> Other: <u>Home Tour</u> | |
| <input type="checkbox"/> 24-Hour Liquor License | | | |

Petition Communications (include date/time)

A private home in Indian Village located at 1771 Seminole will be open to the general public for viewing from Friday at 4:00pm - 8:00pm; Saturday at 10:00am - 4:00pm and Sunday 12:00pm - 4:00pm.

** ALL permits and license requirements must be fulfilled for an approval status **

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD will Provide Special Attention
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required

OCT 07 2019 M.T.F. under NB (JA) 3-0

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Barricades Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Jushier

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, September 19, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
POLICE DEPARTMENT FIRE DEPARTMENT
BUILDINGS SAFETY ENGINEERING BUSINESS LICENSE CENTER
MUNICIPAL PARKING DEPARTMENT

1089 *Junior League of Detroit, request to hold the Junior League of Detroit Designers' Show House Sneak-A-Peek event at 1771 Seminole St from 10-11-19 to 10-13-19 with set-up to start 10-7-19 at 9am and teardown to conclude 10-17-19*

10/11-10/13, 2019

City of Detroit Special Events Application

1089

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: Junior League of Detroit Designers' Show House Sneak-A-Peek

Event Location: 1771 Seminole Street Detroit MI 48214

Is this going to be an annual event? ☐ Yes ☒ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: The Junior League of Detroit, Inc.

Organization Mailing Address: 32 Lake Shore Road Grosse Pointe Farms MI 48236

Business Phone: (313)881-0040

Business Website: www.jldetroit.org

Applicant Name: Dianne Bostic Robinson

Business Phone: (313)881-0040

Cell Phone: (313)477-0264

Email: robin664@yahoo.com

Event On-Site Contact Person:

Name: Jade Savage

Business Phone: (313)596-0376

Cell Phone: (313)680-0280

Email: jmsavage87@gmail.com

Event Elements (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input checked="" type="checkbox"/> Other: <u>Home Tour</u> |

Projected Number of Attendees: 2500

Please provide a brief description of your event:

A private home will be opened for touring to the general public, over one weekend, Friday-Sunday, in October. The entrance fees charged will be used to benefit the philanthropic efforts of the Junior League of Detroit.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date : 10/07/2019

Time: 9:00 am
– 7:00 pm

Complete Set-up Date: 10/10/2019

Time: 8:00 pm

Event Start Date: 10/11/2019

Time: 4:00 pm

Event End Date: 10/13/2019

Time: 4:00 pm

Begin Tearing Down Date: 10/13/2019

Complete Tear Down Date: 10/17/19

Event Times (If more than one day, give times for each day):

10/11/2019 4:00 pm - 8:00 pm, 10/12/2019 10:00 am – 4:00 pm, 10/13/2019 12:00 pm –4:00 pm

Section 3- LOCATION/SITE INFORMATION

Location of Event: 1771 Seminole Street Detroit MI 48214

Facilities to be used (circle):
Facility

Street

Sidewalk

Park

City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms

- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event: NA

Will a sound system be used?

☐ Yes

☒ No

If yes, what type of sound system?

Section 5- SALES INFORMATION

Will there be advanced ticket sales?

☐ Yes

☒ No

If yes, please describe:

Will there be on-site ticket sales?

☒ Yes

☐ No

If yes, list price(s): \$10.00

Will there be vending or sales?

☒ Yes

☐ No

If yes, check all that apply:

[] Food

[X] Merchandise

[] Non-Alcoholic Beverages

[] Alcoholic Beverages

Indicate type of items to be sold: Flowers & fall themed items

Will there be food trucks?

☐ Yes

☒ No

If yes, please list how many:

Will there be a charge for parking?

☐ Yes

☒ No

If yes, please describe the amount:

How will you advise attendees of parking options?

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: NA

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

☐ Licensed

☐ Armed

☐ Bonded

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

There will be some impact on parking, but there is plenty of parking available on Seminole and Iroquois Streets. Additional parking can also be found on Kercheval and St Paul. We are also looking to partner with local churches in the area to provide additional parking.

Have local neighborhood groups/businesses approved your event?

☒ Yes

☐ No

Indicate what steps you have or will take to notify them of your event:

The Designers' Show House Chairs have formally connected with and presented to the Indian Village Association Board. The IVA Board has approved the Junior League of Detroit hosting the Designers' Show House in Indian Village and is continuing to be very supportive of our efforts. We have also worked to make local neighbors aware of the event, and the Indian Village Association has helped with these efforts.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

Describe specific power needs for entertainment and/or music. If generators will be used, described how many and how they will be fueled: NA

Name of vendor providing generators: Contact Person: NA

Address:

Phone:

City/State/Zip

	How Many?	Size/Height
Booth	NA	
Tents (enclosed on 3 sides)	NA	
Canopy (open on all sides)	NA	
Staging/Scaffolding	NA	
Bleachers	NA	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services? NA

Contact Person:

Address:

City/State/Zip:

Name of company providing port-a-johns. NA

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company? NA

Contact Person:

Address:

Phone:

City/State/Zip:

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Will there be street closures? ☐ Yes ☒ No

If yes, please complete the street closure information below and attach a map or sketch of the proposed area for closure.

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____

REOPEN DATE: _____ **TIME:** _____

STREET NAME: _____

FROM: _____ **TO:** _____

CLOSURE DATES: _____ **BEG TIME:** _____ **END TIME:** _____


REOPEN DATE: _____ **TIME:** _____

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.



Signature of Applicant

08.27.19

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

(Please Print)

Event Name: Junior League of Detroit Designers' Show House Sneak-A-Peek
Event Date: October 11th - 13th, 2019

Event Organizer:
Dianne Bostic Robinson

Applicant Signature: 

Date: 08.27.19

SNEAK A PEEK EVENT DESCRIPTION

LOCATION:

2020 Junior League of Detroit Designers' Show House
1771 Seminole St, Detroit, MI

DATES:

Friday October 11, 2019 - 4 PM to 8 PM
Saturday October 12, 2019 - 10 AM to 4 PM
Sunday October 13, 2019 - 12 PM to 4 PM

DESCRIPTION:

The Junior League of Detroit, a 501(c)(3), established in 1914, has held 22 Designers' Show Houses since 1976. The Sneak A Peek is an essential component to this event as it provides the public a first glance at the home before Interior Designers begin to work.

EVENT DETAILS:

- A. Renovations are currently being done by the General Contractor, Holcomb Development Company. All construction equipment and debris will be removed prior to Sneak A Peek. Furthermore, no active construction or work of any kind will occur during Sneak A Peek.
- B. House will be cleaned prior to the event.
- C. Junior League of Detroit (JLD) will create a pathway for visitors to go through the House. The pathway will be secured by ropes and stanchions and JLD members will be posted in many areas of the House to ensure pathway is followed. Clear signage/markings will be placed throughout the home alerting guest of stairs or trip hazards.
- D. Fire extinguishers will be placed and clearly identified on each floor with a sign on the wall as well as marked on a floor plan (posted throughout the House as well as in the Volunteer Room).
- E. Flashlights will be located with the fire extinguishers.
- F. Emergency Exit signs will be posted on each floor.
- G. First Aid Kit will be available on site.
- H. Safety and emergency procedures will be given to all volunteers prior to the event and at the event as well.
- I. Visitors will purchase an admission ticket outside the House and be let in by a member of the JLD.
- J. Visitors will follow the designated pathway through the House and exit into the backyard.
- K. Traffic flow will be constantly monitored to limit number of visitors in the House at any given time.
- L. JLD has contact information for NPO Beverly Wilson of the 7th Precinct and will be communicating with them to further ensure public safety.

For any questions, please contact one of the following Designers' Show House chairs:

Liana Dabir 313.618.4928
Diane Bostic Robinson 313.477.0264
Anne Reese 313.903.1154



Dear Seminole Street Neighbor,

The Junior League of Detroit (JLD) is honored to be hosting our 23rd Designers' Show House – and second in the city of Detroit – at 1771 Seminole Street in the Historic Indian Village District in the Spring of 2020. This biennial event is a 40-year tradition for the JLD and through it we have raised more than \$5 million dollars to support our local philanthropic efforts in Greater Detroit.

Prior to renovations starting on the home, we will be hosting our Sneak-A-Peek weekend October 11-13, 2019. This event is part of our biennial fundraiser and offers the public a first glance at the selected house before interior designers start working in their assigned space. The hours for this event are 4:00 – 8:00 p.m. on October 11th, 10:00 a.m. – 4:00 p.m. on October 12th, and 12:00 – 4:00 p.m. on October 13th.

Due to the excitement surrounding the opening of the decorated Show House in the Spring, we anticipate many people in attendance during these three days. Please know that we aim to be an outstanding citizen while in your neighborhood and apologize for any inconvenience this may cause you. We are asking for visitors to be mindful and respectful of private property and driveways while visiting the house and we are working with the local police precinct to pay special attention to the neighborhood during the Sneak-A-Peek weekend.

Renovations to the kitchen and several bathrooms will begin this Fall, and next Spring approximately 30 interior designers will redesign the other rooms in the house. The Show House will then be open for Public Tours from May 15 – June 14, 2020. More information can be found at www.jldetroit.org/designers-show-house.

The Junior League of Detroit is a dynamic group of women leaders who have been making change happen since 1914. For over 100 years, we have been striving to promote voluntarism, develop the potential of women, and improve communities through the effective action and leadership of trained volunteers. Since 1914 the Junior League of Detroit has completed 53 major projects in and around the City of Detroit and awarded over \$250,000 dollars in community grants. Our 2020 Designers' Show House will support the League's local philanthropic efforts, including our key community impact initiative 'Project EAT' which helps create a more food secure community by providing Education, Access, and Tools to those in need.

We look forward to sharing your beautiful neighborhood and homes as we highlight the best of home design in our great city. ASPIRE DESIGN AND HOME magazine, our national media sponsor, will also showcase Indian Village to a national audience. Please feel free to contact us should you have any questions about Sneak-A-Peek or the Designers' Show House. Contact Sneak-A-Peek event co-chair Jade Savage at 313-680-0280. For all other questions related to the Designers' Show House, please email Dianne Bostic Robinson at robin664@yahoo.com.

We are excited and honored to be hosting this years' home in the city we have proudly served for over 100 years – thank you for your support.

Sincerely,
Designers' Show House Chairmen
Liana Dabir, Dianne Bostic Robinson, and Anne Reese

NEIGHBORHOOD NOTIFICATION FORM

If your Special Event does not require street closures, parking located in front of a business or residential community, signatures are not required. The Special Events Office requires notification letters to be distributed in the event location. All information must be legible and the business and/or residents name must be included.

Complete the chart below with your letter distribution details.

Name	Address	Phone Number	Signature	Date
Wendy Hill	1782 Seminole	313 972 2361	[Signature]	8-13-19
Berge Palmer	1764 Seminole	313-571-1866	[Signature]	8/13/19
Trudy Tomlinson Williams	1401 Seminole St.	313-473-8301	Trudy Tomlinson Williams	8/15/19
John Renard	1443 Seminole	—	[Signature]	8/15/19
Richard Honzelle	1501 Seminole St.	404-431-9189	[Signature]	8/15/19
FRED K RAGE	1731 SEMINOLE	313-922-8224	[Signature]	15 Aug 2019
Taranda White	2115 Seminole	313 300-3598	[Signature]	8/19/19

The list above will be checked randomly for credibility. Any false information will be addressed and the Special Events permit may be revoked. The completed form must be returned to the Special Events Office 30 days before the Special Event. By signing, I verify that the information above is true and confirmed.

Authorized Signature: [Signature] Date: 8/19/19



JUNIO-1

OP ID: R

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aitken & Ormond - New Baltimore P. O. Box 489 New Baltimore, MI 48047 Kelly Aitken-Gwinnell	586-949-5570	CONTACT NAME: Kelly Aitken-Gwinnell PHONE (A/C, No, Ext): 586-949-5570 FAX (A/C, No): 586-949-5170 E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: National Specialty Insurance		
INSURER B: Michigan Insurance Co.		10857
INSURER C: West Bend Mutual		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> LOC <input type="checkbox"/> OTHER AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		A38459300	01/31/2018 01/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			A38459300	01/31/2018 01/31/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCJ9030250	01/31/2018 01/31/2019	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Director Officers			A38458400	01/31/2018 01/31/2019	D & O \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured: City of Detroit, 1771 Seminole LLC
Dates - October 11th, 12th, 13th, 2019
Location: 1771 Seminole, Detroit, MI. (Indian Village)

CERTIFICATE HOLDER

City of Detroit
2 Woodward Ave
Detroit, MI 48226

CANCELLATION

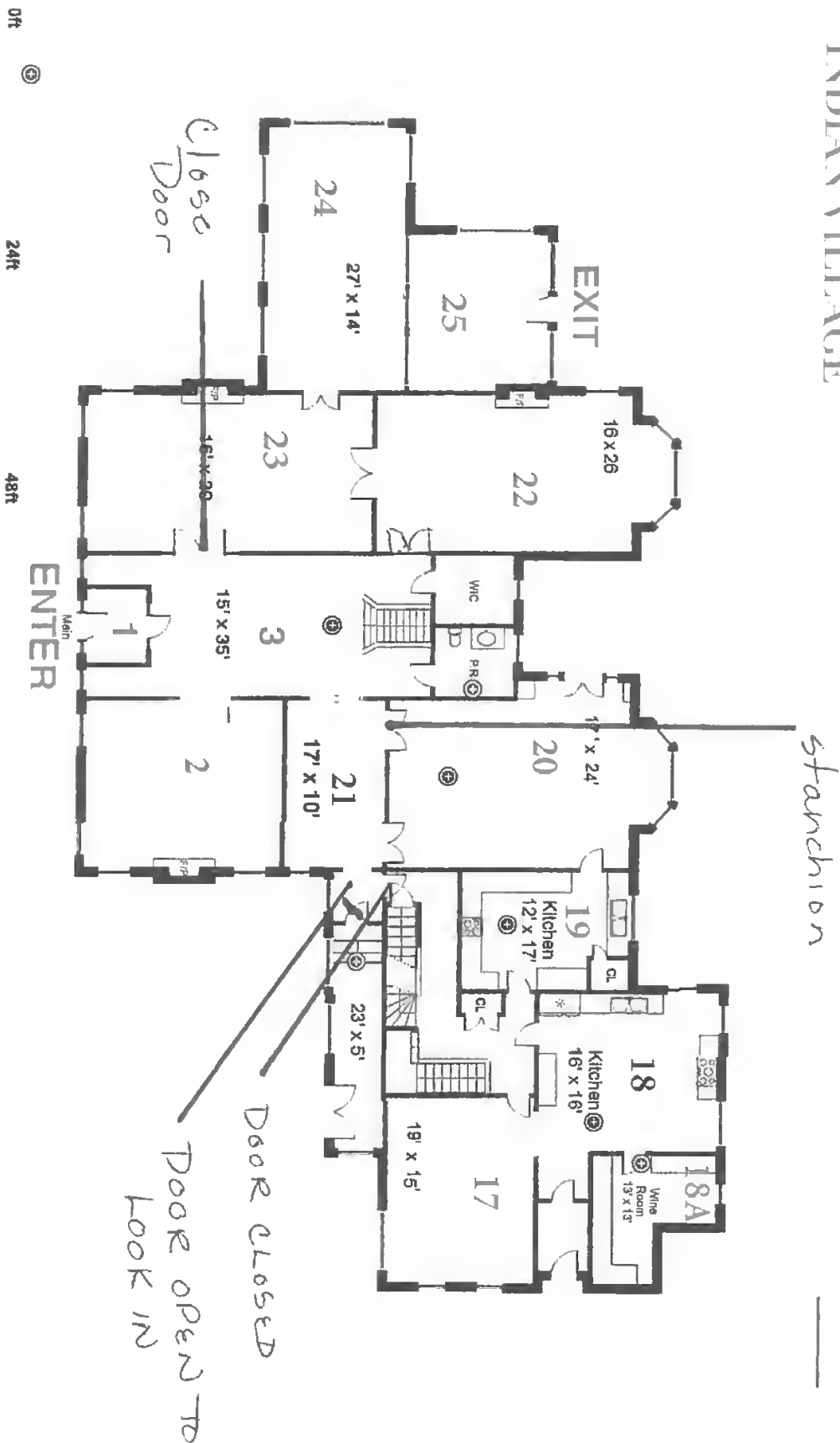
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Kelly Aitken-Gwinnell

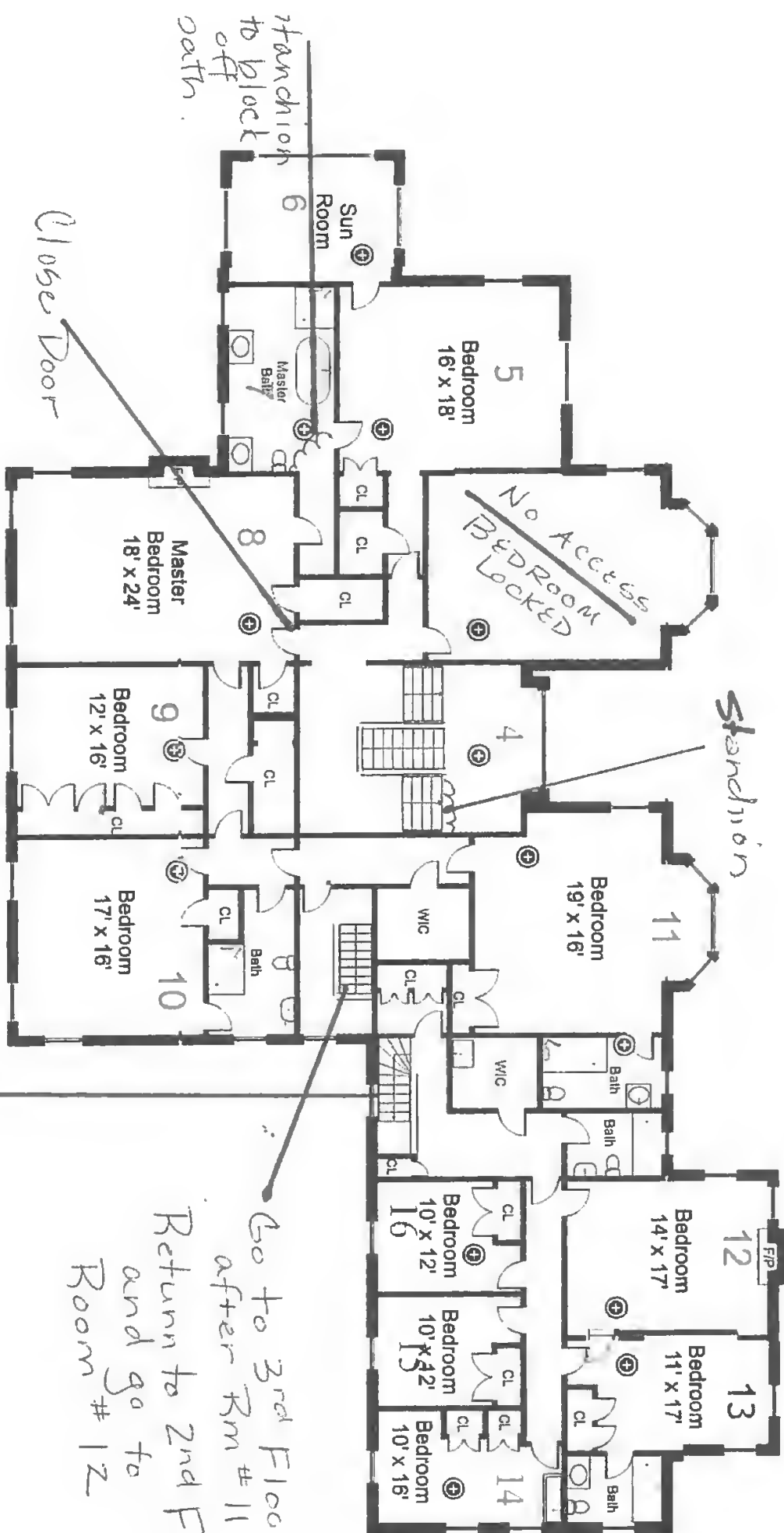
SNEAK & PEEL
FLOOR PLAN

1771 Seminole
INDIAN VILLAGE

FIRST FLOOR



SECOND FLOOR



Go to first floor
after Room # 16

Go to 3rd Floor
after Rm # 11
Return to 2nd Floor
and go to
Room # 12



August 26, 2019

City of Detroit
Media Services Department Special Events
Mrs. Bethine Fisher
2 Woodward Ave. , Room 333
Detroit, MI 48226

Subject:
Junior League of Detroit
2019 Designers' Show House
Sneak A Peek: October 11 – 13, 2019

Dear Mrs. Fisher,

Please find attached the application for the Junior League of Detroit 2019 Designers' Show House Sneak A Peek.

This application is being submitted for informational purposes only as it has been established that no permit was officially required.

Please do not hesitate to contact me at 313-477-0364 should you have any questions.

Kind Regards,

Dianne Bostic Robinson
General Co-Chair

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**

Petition #: 1088 Event Name: RHS Homecoming Parade

Event Date : October 11, 2019

Street Closure: W. Outer Drive, Perry, McNichols

Organization Name: Renaissance High School

Street Address: 6565 W. Outer Drive Detroit, MI 48235

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> 24-Hour Liquor License | | | |

Petition Communications (include date/time)

The Renaissance High School Homecoming Parade will take place at 6565 W. Outer Drive and the adjacent parking lot from 1:00pm - 2:00pm; with soft street closures on W. Outer Drive, Perry Street and W. McNichols.

** ALL permits and license requirements must be fulfilled for an approval status **

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; No Permit Required
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction

OCT 07 2019 M.T.F. under NB (JA) 3-d

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; No Barricades Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bus. License	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Kushner

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, September 19, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL PARKING DEPARTMENT

1088 *Renaissance High School, request to hold the RHS Homecoming Parade along Outer Dr, Perry and 6 Mile on 10-11-19 from 1:00 to 2:00 pm with set-up and teardown on the same day.*

City of Detroit Special Events Application

10/11/19

1088

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: RHS Homecoming Parade

Event Location: Renaissance High School

Is this going to be an annual event? ☒ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Renaissance High School

Organization Mailing Address: 6565 W. Outer Detroit 48235

Business Phone: 3134164600

Business Website: www.detroitk12.org/renaissance

Applicant Name: Verynda Stroughter

Business Phone: 3134164600

Cell Phone: 3134341098

Email: verynda.stroughter@detroitk12.org

Event On-Site Contact Person:

Name: Cindy Powell

Business Phone: 3134164600

Cell Phone: 3132058169

Email: cindy.powell@detroitk12.org

Event Elements (check all that apply)

☐ Walkathon

☐ Carnival/Circus

☐ Concert/Performance

☐ Run/Marathon

☐ Bike Race

☐ Religious Ceremony

☐ Political Event

☐ Festival

☐ Filming

☒ Parade

☐ Sports/Recreation

☐ Rally/Demonstration

☐ Convention/Conference

☐ Fireworks

☐ Other: _____

Projected Number of Attendees: 1200

Please provide a brief description of your event:

We plan to have all of the organizations involved in our Homecoming Parade. We plan to line up on our football and walk from Outer Dr. to Perry to 6 mile and back into the school. Non participants would line up on Outer Drive. The event start time would be 1:30pm and last approximately 30 minutes.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date: 10/11/2019 Time: 1:00 Complete Set-up Date: 10/11/2019 Time: 2:00

Event Start Date: 10/11/2019 Time: 1:00 Event End Date: 10/11/2019 Time: 2:00

Begin Tearing Down Date: 10/11/2019 Complete Tear Down Date: 10/11/2019

Event Times (If more than one day, give times for each day):
N/A

Section 3- LOCATION/SITE INFORMATION

Location of Event: Renaissance High School-Outer Dr-Perry-6 mile

Facilities to be used (Check) Street ☒ Sidewalk ☒ Park City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

N/A

Will a sound system be used? ☐ Yes ☒ No

If yes, what type of sound system?

Describe specific power needs for entertainment and/or music:

N/A

How many generators will be used? _____

How will the generators be fueled?
N/A

Name of vendor providing generators:

Contact Person:

Address:

Phone

City/State/Zip

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No

If yes, please describe:

Will there be on-site ticket sales? ☐ Yes ☒ No

If yes, list price(s):

Will there be vending or sales? ☐ Yes ☒ No

If yes, check all that apply:

☐ Food ☐ Merchandise ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages

Indicate type of items to be sold:

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: N/A

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

☐ Licensed ☐ Armed ☐ Bonded

How will you advise attendees of parking options?

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
Traffic stoppage for about 30 minutes

Have local neighborhood groups/businesses approved your event?

☐ Yes

☒ No

Indicate what steps you have or will take to notify them of your event:
Contact any business that may be impacted.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

How Many?

Size/Height

Booth

Tents (enclosed on 3 sides)

Canopy (open on all sides)

Staging/Scaffolding

Bleachers

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person:

Address:

City/State/Zip:

Name of company providing port-a-johns.

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company?

Contact Person:

Address:

Phone:

City/State/Zip:

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: Outer Dr

FROM: Hubble TO: Greenfield

CLOSURE DATES: 10/11/2019 BEG TIME: 1:00 END TIME:

REOPEN DATE: 10/11/2019 TIME:

STREET NAME: Perry St

FROM: Outer Dr TO: 6 mile

CLOSURE DATES: 10/11/2019 BEG TIME: 1:00 END TIME:

REOPEN DATE: 10/11/2019 TIME:

STREET NAME: 6 mile

FROM: Greenfield TO: Hubble

CLOSURE DATES: 10/11/019 BEG TIME: 1:00 END TIME

REOPEN DATE: 10/11/2019 TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME:

REOPEN DATE: _____ TIME:

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Verynda Stroughter
Verynda Stroughter

09/16/2019

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: RHS Homecoming Parade Event
Date: 9/16/2019

Event Organizer:
Verynda Stroughter

Applicant Signature:

Verynda Stroughter
Verynda Stroughter

Date: 09/16/2019

2019-09-19

1088

1088 *Petition of Renaissance High School,
request to hold the RHS Homecoming
Parade along Outer Dr, Perry and 6
Mile on 10-11-19 from 1:00 to 2:00
pm with set-up and teardown on the
same day.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE
DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL

MAYOR'S OFFICE COORDINATORS REPORT

~~SSA~~
3

OVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**

Petition #: 1067 Event Name: 11th Annual Michigan Brewers Guild Detroit Fall Beer Festival

Event Date : October 25 - 26, 2019

Street Closure: None

Organization Name: Michigan Brewers Guild, Inc.

Street Address: 225 W. Washtenaw Suite C Lansing, MI 48933

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Political Ceremony | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
- ☒ **24-Hour Liquor License**

Petition Communications (include date/time)

The 11th Annual Festival will be located at Eastern Market Shed 5, Shed 6 and the adjacent parking lot; Friday 4:00pm - 10:00pm and Saturday 12:00pm - 7:00pm.

** ALL permits and license requirements must be fulfilled for an approval status **

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Rock Security to Provide Private Security Services
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections; Contracted with the American Red Cross to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

OCT 07 2019 M.T.F. under NB (JA) 3-0

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barricades for Parking Lot Entrances Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents, Stages & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License & Liquor License Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: B. Kushner

Date: 9-24-19

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Friday, September 6, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
FIRE DEPARTMENT BUSINESS LICENSE CENTER
TRANSPORTATION DEPARTMENT MUNICIPAL PARKING DEPARTMENT

1067 *Michigan Brewers Guild, Inc., request to hold the 11th annual Michigan Brewer's Guild Detroit Fall Beer Festival at Eastern Market, 2934 Russell St, Shed 5, Shed 6 and parking lot from 10-25-19 to 10-26-19 with setup starting 10-24-19 and teardown to be complete 10-27-19*

1067
10/25/19

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: 11th Annual Michigan Brewers Guild Detroit Fall Beer Festival

Event Location: Eastern Market, 2934 Russell St., Detroit MI 48207 - Shed 5, Shed 6, and parking lot

Is this going to be an annual event? ☒ Yes ☐ No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Michigan Brewers Guild, Inc.

Organization Mailing Address: 225 W. Washtenaw, Ste. C, Lansing MI 48933

Business Phone: 517-327-5004

Business Website: www.mibeer.com

Applicant Name: Shannon O'Brien

Business Phone: 517-327-5004 Cell Phone: same Email: shannon@michiganbrewersguild.org

Event On-Site Contact Person:

Name: Shannon O'Brien

Business Phone: 517-327-5004 Cell Phone: same Email: shannon@michiganbrewersguild.org

Event Elements (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Other: _____ |

Projected Number of Attendees: 7,000

Please provide a brief description of your event:

Michigan beer tasting festival.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date 10/24/2019 Time: 8:00am Complete Set-up Date: 10/25/2019 Time: 2:00pm

Event Start Date: 10/25/2019 Time: 4:00pm Event End Date: 10/26/2019 Time: 7:00pm

Begin Tearing Down Date: 10/26/2019 Complete Tear Down Date: 10/27/2019

Event Times (If more than one day, give times for each day):

Friday, October 25, 2019: 4pm to 10pm / Saturday, October 26, 2019: 12pm to 7pm

Section 3- LOCATION/SITE INFORMATION

Location of Event: Eastern Market, 2934 Russell St., Detroit MI 48207; Shed 5, Shed 6, and parking lot

Facilities to be used (Check) Street Sidewalk Park City ☒

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- | | |
|-----------------------------------|--|
| -Public entrance and exit | -Location of First Aid |
| -Location of merchandising booths | -Location of fire lane |
| -Location of food booths | -Proposed route for walk/run |
| -Location of garbage receptacles | -Location of tents and canopies |
| -Location of beverage booths | -Sketch of street closure |
| -Location of sound stages | -Location of bleachers |
| -Location of hand washing sinks | -Location of press area |
| -Location of portable restrooms | -Sketch of proposed light pole banners |

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

Primary entertainment is beer sampling; there will also be a live band on a small riser (12" high; 12'x16' in

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? Limited PA system for band.

Describe specific power needs for entertainment and/or music:

Sound system will plug into existing power supply at Eastern Market; no generators will be used.

How many generators will be used? 0

How will the generators be fueled?
n/a

Name of vendor providing generators:

Contact Person: n/a

Address: n/a

Phone: n/a

City/State/Zip n/a

Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☒ Yes ☐ No

If yes, please describe:

Will there be on-site ticket sales? ☒ Yes ☐ No

If yes, list price(s):

Will there be vending or sales? ☒ Yes ☐ No

If yes, check all that apply:

☒ Food

☒ Merchandise

☒ Non-Alcoholic Beverages

☒ Alcoholic Beverages

Indicate type of items to be sold:

Merchandise: t-shirts, sweatshirts, hats, etc.; food, water, & pop to be sold by outside vendors; beer samples available at festival (included with ticket). Advance tickets for sale on mibeer.com / Eventbrite.com; limited on-site tickets for sale at gate if available (\$50 Friday / \$55 Saturday / \$5 Designated Driver).

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Rock Security & Events

Contact Person: Brian Monahan

Address: 3876 Silver Valley Dr.

Phone: 586-803-4210

City/State/Zip:

Lake Orion MI 48359

Number of Private Security Personnel Hired Per Shift:

10

Are the private security personnel (check all that apply):

☒ Licensed

☐ Armed

☒ Bonded

How will you advise attendees of parking options?

Information posted on website (mibeer.com) directing to nearby free lot parking; Security will advise patrons of options as necessary on site.

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
Minimal effect on community; event contained within north area of Eastern Market, with some foot traffic on sidewalk at entrance time.

Have local neighborhood groups/businesses approved your event?

☒ Yes

☐ No

Indicate what steps you have or will take to notify them of your event:
Working closely with Eastern Market Corp. to ensure a safe & successful event.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth	0	
Tents (enclosed on 3 sides)	21	various sizes; see attached diagram & list
Canopy (open on all sides)	10	10'x10'
Staging/Scaffolding	1	12'x16' riser (12" high)
Bleachers	0	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: Emily Feuka

Address: 4624 Packard St.

City/State/Zip: Ann Arbor MI 48108

Name of company providing port-a-johns: American Rentals, Inc.

Contact Person: Mike Neinritz

Address: 4901 W. Grand River

Phone: 800-637-1110

City/State/Zip: Lansing MI 48906

Name of private catering company? Palate

Contact Person: Joe Hibbert

Address: 449 N. Main St.

Phone: 248-997-0480

City/State/Zip: Milford MI 48381

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

STREET NAME: _____

FROM: _____ TO: _____

CLOSURE DATES: _____ BEG TIME: _____ END TIME: _____

REOPEN DATE: _____ TIME: _____

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**
- 6) List of tent/canopy sizes**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Signature of Applicant
Shannon Hout's O'Brien
City of Detroit, Michigan

08/22/2019

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: 11th Annual Michigan Brewers Guild Detroit Fall Beer Festival Event
Date: October 25 & 26, 2019

Event Organizer:
Shannon O'Brien

Signature of Applicant
Shannon Hout's O'Brien
City of Detroit, Michigan

Applicant Signature:

Date: 08/22/2019

2019-09-04

1067

1067 *Petition of Michigan Brewers Guild, Inc., request to hold the 11th annual Michigan Brewer's Guild Detroit Fall Beer Festival at Eastern Market, 2934 Russell St, Shed 5, Shed 6 and parking lot from 10-25-19 to 10-26-19 with setup starting 10-24-19 and tear-down to be complete 10-27-19*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

- MAYOR'S OFFICE DPW - CITY ENGINEERING DIVISION
- PLANNING AND DEVELOPMENT DEPARTMENT POLICE DEPARTMENT
- FIRE DEPARTMENT BUSINESS LICENSE CENTER
- TRANSPORTATION DEPARTMENT MUNICIPAL

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 27, 2019

~~57~~
~~45~~
4

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002335 100% City Funding – To Provide Consulting Services for Airport Planning, Architectural/Engineering Design, and Construction Administration Services on an As Needed Basis Pursuant to the City's Five (5) Year Airport Capital Improvement Plan (ACIP), including the General Consulting and Advisement on Airport Development Issues to Complete the Airport's ALP Update, Reflecting and including such Projects as Master Plan Study, Update RSA Study, Runway 7-25 and RSA Improvements. – Contractor: Kimley-Horn of Michigan – Location: 421 Fayetteville Street Suite 600, Raleigh, North Carolina, 27601 – Contract Period: Upon City Council Approval through 2024 – Total Contract Amount: \$2,500,000.00. **AIRPORT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 6002335 referred to in the foregoing communication dated September 27, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. Under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

~~20~~
22
5

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037378 100% Grant Funding – To Provide Homeland Security with a Helicopter Tow Vehicle to Move and Position the Detroit Police Department Helicopters for Rapid Responses. – Contractor: Eagle Tugs, A Tronair Company – Location: 1 Air Cargo Parkway East, Swanton, OH 43558 – Contract Period: Upon City Council Approval through October 7, 2020 – Total Contract Amount: \$ 64,507.65. **HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER _____ **BENSON**

RESOLVED, that Contract No. 3037378 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF CONTRACTING & PROCUREMENT

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1008
Detroit, MI 48226
Phone: (313) 224-4600
Fax: (313) 628-1160
E-Mail: purchasing@detroitmi.gov

3
6

SEPTEMBER 26, 2019

HONORABLE CITY COUNCIL:

CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT THE FORMAL
SESSION OF OCTOBER 1, 2019

**REGULAR DEMOLITION CONTRACTS
REQUIRING CITY COUNCIL APPROVAL**

HOUSING AND REVITALIZATION

3037549 100% City Funding – To Provide a Residential Demolition for 7.24.19 Group A, Twenty
Four (24) Properties. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore Suite
200, Detroit, MI 48202 – Contract Period: Upon City Council Approval through
September 22, 2020 – Total Contract Amount: \$506,062.00.

~~1-30-19 BB in 1 week (3.6) JA~~

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

2019-09-26 10:05:54

Received @ Tabu 9 30 19



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF CONTRACTING & PROCUREMENT

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1008
Detroit, MI 48226
Phone: (313) 224-4600
Fax: (313) 628-1160
E-Mail: purchasing@detroitmi.gov

2

BY COUNCIL MEMBER: _____

RESOLVED, that Contract #3037549, referred to in foregoing communication dated September 26, 2019.



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF CONTRACTING & PROCUREMENT

Vote

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1008
Detroit, MI 48226
Phone: (313) 224-4600
Fax: (313) 628-1160
E-Mail: purchasing@detroitmi.gov

SEPTEMBER 26, 2019

HONORABLE CITY COUNCIL:

CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT THE FORMAL
SESSION OF OCTOBER 1, 2019

**REGULAR DEMOLITION CONTRACTS
REQUIRING CITY COUNCIL APPROVAL**

HOUSING AND REVITALIZATION

3037549 100% City Funding – To Provide a Residential Demolition for 7.24.19 Group A, Twenty
Four (24) Properties. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore Suite
200, Detroit, MI 48202 – Contract Period: Upon City Council Approval through
September 22, 2020 – Total Contract Amount: \$506,062.00.

Received @ Table 9.30.2019

<https://detroitmi.gov/departments/office-chief-financial-officer>

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037549 100% City Funding – To Provide a Residential Demolition for 7.24.19 Group A, Twenty Four (24) Properties. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore Suite 200, Detroit, MI 48202 – Contract Period: Upon City Council Approval through September 22, 2020 – Total Contract Amount: \$506,062.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER **BENSON**

RESOLVED, that Contract No. 3037549 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OFFICE OF CONTRACTING
AND PROCUREMENT

7 21

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3035513 100% City Funding – To Provide an Emergency Demolition for Residential Property, 20437 Hawthorne. – Contractor: Leadhead Construction – Location: 1660 Midland, Detroit, MI 48238 – Contract Period: Upon City Council Approval through August 2, 2020 – Total Contract Amount: \$17,650.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3035513 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. Under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3036518 100% City Funding – To Provide an Emergency Demolition for Residential Property, 7092 Holmes. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley, Detroit, MI 48227 – Contract Period: Upon City Council Approval through October 30, 2020 – Total Contract Amount: \$26,600.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3036518 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3036520 100% City Funding – To Provide an Emergency Demolition for Residential Properties at, 9338 and 9351 Woodlawn. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore Suite 200, Detroit, MI 48202 – Contract Period: Upon City Council Approval through August 14, 2020 – Total Contract Amount: \$42,803.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3036520 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3036796 100% City Funding – To Provide an Emergency Demolition for Residential Property, 3617-19 Jos Campau. – Contractor: Able Demolition, Inc. – Location: 5675 Auburn Road, Shelby Township, MI 48317 – Contract Period: Upon City Council Approval through August 10, 2020 – Total Contract Amount: \$18,180.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3036796 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037023 100% City Funding – To Provide an Emergency Demolition for Residential Property, 5707 Chopin. – Contractor: Rickman Enterprise Group – Location: 15533 Woodrow Wilson, Detroit, MI 48238 – Contract Period: Upon City Council Approval through September 4, 2020 – Total Contract Amount: \$21,289.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037023 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 H.T.F. under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037053 100% City Funding – To Provide an Emergency Demolition for the Following Residential Properties, 17154 Caldwell and 17178 Caldwell. – Contractor: Inner City Contracting – Location: 18701 Grand River Avenue, Detroit, MI 48223 – Contract Period: Upon City Council Approval through October 1, 2020 – Total Contract Amount: \$34,500.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037053 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. Under NB (RM) 2-0 (SB; RM)

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OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037059 100% City Funding – To Provide an Emergency Demolition for Residential Property, 5682 Artesian. – Contractor: Inner City Contracting – Location: 18701 Grand River Avenue, Detroit, MI 48223 – Contract Period: Upon City Council Approval through October 1, 2020 – Total Contract Amount: \$18,589.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037059 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

~~B4~~
36
14

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037305 100% City Funding – To Provide an Emergency Demolition for Residential Property, 1236 Burlingame. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley, Detroit, MI 48227 – Contract Period: Upon City Council Approval through September 15, 2020 – Total Contract Amount: \$30,000.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER _____ **BENSON**

RESOLVED, that Contract No. 3037305 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037307 100% City Funding – To Provide an Emergency Commercial Demolition of the Bridge Between the Following Properties, 1539 E Grand Blvd and 5555 Concord. – Contractor: Homrich – Location: 65 Cadillac Square Suite 2701, Detroit, MI 48226 – Contract Period: Upon City Council Approval through September 15, 2020 – Total Contract Amount: \$142,000.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037307 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

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38
16

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037329 100% City Funding – To Provide an Emergency Demolition for Commercial Property, 10047 Fort. – Contractor: Adamo Demolition Co. – Location: 300 East Seven Mile Road, Detroit, MI 48203 – Contract Period: Upon City Council Approval through September 15, 2020 – Total Contract Amount: \$93,000.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037329 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037343 100% City Funding – To Provide an Emergency Demolition for Commercial Property, 4401 Cadillac. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore Suite 200, Detroit, MI 48202 – Contract Period: Upon City Council Approval through September 16, 2020 – Total Contract Amount: \$44,769.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037343 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

**OFFICE OF CONTRACTING
AND PROCUREMENT**

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037381 100% City Funding – To Provide an Emergency Demolition for Residential Property, 11809 Kenmoor. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley, Detroit, MI 48227 – Contract Period: Upon City Council Approval through September 16, 2020 – Total Contract Amount: \$19,125.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037381 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M, T, F, under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037434 100% City Funding – To Provide an Emergency Demolition for Residential Property, 3515 Lovett. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore Suite 200, Detroit, MI 48202 – Contract Period: Upon City Council Approval through September 30, 2020 – Total Contract Amount: \$25,580.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037434 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M. T. F. under NB (RM) 2-0 (SB; RM)

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OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3035514 100% City Funding – To Provide an Emergency Demolition for Residential Property, 20120 Bramford. – Contractor: Leadhead Construction – Location: 1660 Midland, Detroit, MI 48238 – Contract Period: Upon City Council Approval through August 2, 2020 – Total Contract Amount: \$17,650.00.
HOUSING AND REVITALIZATION

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER _____ **BENSON**

RESOLVED, that Contract No. 3035514 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

~~41~~
2143

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037258 100% City Funding – To Provide an Emergency Demolition for Residential Property, 9695 Bessemore. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley, Detroit, MI 48227 – Contract Period: Upon City Council Approval through October 1, 2020 – Total Contract Amount: \$17,400.00. **HOUSING AND REVITALIZATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037258 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB, RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

22 23

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037387 100% 2018 UTGO Bond Funding – To Provide APX6500 Mobile Radios for EMS, Fire and Detroit Police Department Vehicles via MIDEAL 071B2200101.
– Contractor: Motorola Solutions, Inc. – Location: 1301 East Algonquin Road, Schaumburg, IL 60196 – Contract Period: Upon City Council Approval through September 30, 2020 – Total Contract Amount: \$173,863.61. **POLICE**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037387 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 3-0

OFFICE OF CONTRACTING
AND PROCUREMENT

22

2324

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3037427 100% City Funding – To Provide Ten (10) HP Zbook Notebooks and Twenty (20) Panasonic Toughbook 54 Premium 14" for the Major Violators Unit, Gang Intel Taskforce Administration. – Contractor: CDW Government, LLC – Location: 230 N Milwaukee Avenue, Vernon Hills, IL 60061 – Contract Period: Upon City Council Approval through March 1, 2020 – Total Contract Amount: \$68,675.00. **POLICE**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3037427 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 3-0

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

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HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002351 100% City Funding – To Provide Training, Education and Legal Instruction to Basic Recruit Students, Civilians and Other Law Enforcement Entities Operating Under the Detroit Police Department. Training will Prepare Recruit Students for Michigan Commission on Law Enforcement Standards (MCOLES) Required Exams. – Contractor: Lori Dawson – Location: 988 Lincoln Road, Grosse Pointe, MI 48230 – Contract Period: Upon City Council Approval through August 25, 2020 – Total Contract Amount: \$40,000.00. **POLICE**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 6002351 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

2A
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25

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002352 100% City Funding – To Provide Training, Education and Legal Instruction to Basic Recruit Students, Civilians and Other Law Enforcement Entities Operating Under the Detroit Police Department. Training will Prepare Recruit Students for Michigan Commission on Law Enforcement Standards (MCOLES) Required Exams. – Contractor: Thomas L. Dawson, Jr. – Location: 988 Lincoln Road, Grosse Pointe, MI 48230 – Contract Period: Upon City Council Approval through August 25, 2020 – Total Contract Amount: \$40,000.00. **POLICE**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER _____ **BENSON**

RESOLVED, that Contract No. 6002352 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 2-0 (SB; RM)

OFFICE OF CONTRACTING
AND PROCUREMENT

September 25, 2019

~~A2~~
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26

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

3036519 100% Grant Funding – To Provide Sixty One (61) HP Zbook 15U G5 Mobile Workstations, Sixty One (61) HP USB-C Dock G4 Docking stations, and One Hundred and Thirty (130) HP Z22n G2 21.5" Monitors for the Detroit Police Department. – Contractor: Saitech – Location: 42640 Christy Street, Fremont, CA 94538 – Contract Period: Upon City Council Approval through September 30, 2020 – Total Contract Amount: \$96,483.00. **POLICE**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER BENSON

RESOLVED, that Contract No. 3036519 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 07 2019 M.T.F. under NB (RM) 3-0

OFFICE OF CONTRACTING
AND PROCUREMENT

~~27~~ 27/4

September 25, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002369 100% City Funding – To Provide Park Renovations at Laker Park. Services include Installation of a Picnic Shelter, Four (4) Tables, ADA Table, One (1) Grill, One (1) Coal Bin and Two (2) Trash Tipping Rings. – Contractor: Michigan Recreational Construction, Inc. – Location: 18631 Conant, Detroit, MI 48234 – Contract Period: Upon City Council Approval through September 16, 2020 – Total Contract Amount: \$79,710.00. **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER SHEFFIELD

RESOLVED, that Contract No. 6002369 referred to in the foregoing communication dated September 25, 2019, be hereby and is approved.

OCT 03 2019 — MINB AS B.D)

OFFICE OF CONTRACTING
AND PROCUREMENT

~~216~~
28

September 10, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002366 100% City Funding – To Provide Installation of Park Equipment and a Vault Toilet at Mariner Park. – Contractor: Premier Group Associates – Location: 535 Griswold Street Suite 1420, Detroit, MI 48226 – Contract Period: Upon City Council Approval through September 16, 2020 – Total Contract Amount: \$205,020.00. **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL PRESIDENT PRO TEM SHEFFIELD

RESOLVED, that Contract No. 6002366 referred to in the foregoing communication dated September 10, 2019, be hereby and is approved.

SEP 19 2019 BB 1 week AS (3.6)

16-3-19 - MTNB AS (3.0)



CITY OF DETROIT
GENERAL SERVICES DEPARTMENT

18100 MEYERS ROAD
DETROIT, MICHIGAN 48235
PHONE 313•628•0900 TTY:311
FAX 313•628•1915
WWW.DETROITMI.GOV

29

August 26, 2019

Honorable City Council;

Re: Authorization to enter into a Funding Agreement with Economic Development Corporation for the Riverfront Asset Plan.

The General Services Department is requesting authorization from your Honorable Body to enter into a Funding Agreement with Economic Development Corporation to launch a comprehensive assessment of its Riverfront Assets.

The purpose of this agreement is to determine the level of capital improvements and economic development strategies that will support the long term viability of the property. The General Services Department along with Economic Development Corporation will manage and oversee the planning study, including procurement of a consultant to perform the Planning Services.

We respectfully request your authorization to set up appropriation segments **4533-20507-470010-631100-470008** for the general fund portion of \$181,100 to be added to appropriation segment **4503-21001-470038-644124-475010-02009** for the UTGO Bonds in the amount of \$1,000,000 to fund the planning study with a Waiver of Reconsideration

Sincerely,

Janet H. Anderson

Janet Anderson, PhD
Director

~~SEP 19 2019 BB 1 WEEK - A.S. (36)~~

SEP 26 2019 BB 1 WK. (RCL) 2-0 (MS; RCL)

OCT 03 2019 - MTNB to B.O.



RESOLVED

Council Member _____

Whereas, the City wants to launch a comprehensive assessment of its Riverfront Assets, to determine the level of capital improvements and economic development strategies to support the long-term viability of the assets;

Whereas, General Services Department will collaborate with Economic Development Corporation to manage and oversee the Planning Study, including the procurement of a consultant

Whereas, appropriation segments **4533-20507-470010-631100-470008** for the \$181,100 from the general fund and appropriation segment **4503-21001-470038-644124-475010-02009** for the amount of \$1,000,000 from the UTGO Bond will be set up to handle the associated cost of the planning study.

**FUNDING AGREEMENT
BY AND BETWEEN
THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF DETROIT
AND
THE CITY OF DETROIT
(RIVERFRONT ASSET PLAN)**

THIS FUNDING AGREEMENT ("Agreement") executed this 01 day of August, 2019 and effective as of the date that it is approved by the City Council of the City of Detroit (the "City Council"), is an agreement by and between The Economic Development Corporation of the City of Detroit (the "EDC"), a Michigan public authority and body corporate organized and existing pursuant to Act 338 of the Public Acts of Michigan of 1974, as amended, and the City of Detroit (the "City"), a Michigan municipal corporation acting by and through its General Services Department (the "GSD"). The City and the EDC may also be known individually as a "Party" or collectively as the "Parties".

WHEREAS, the City desires to launch a comprehensive assessment of its Riverfront Assets, to determine the level of capital improvements and economic development strategies to support the long-term viability of the assets; and

WHEREAS, GSD wishes to engage the EDC to assist in managing and overseeing the Planning Study, including procurement of a consultant to perform the Planning Services (as defined below) (the "Consultant"); and

WHEREAS, the Board of Directors of the EDC authorized the EDC to enter into this Agreement and to assist the City with the Planning Study pursuant to EDC Resolution EDC 1906-52-12.

NOW, THEREFORE, it is agreed that:

1. The above recitals are incorporated into this Agreement as if fully set out word for word.
2. The term "Planning Services" as herein used, is hereby defined as any assessment services including but not limited to surveys, structural assessments, seawall assessments, title work, other due diligence work, community engagement, planning and design, business and financial planning necessary to support the Riverfront Asset Plan as outlined in Exhibit A and requested by GSD that are required by GSD and related to the City's Riverfront assets.
3. The City agrees to reserve an amount not to exceed One Million and 00/100 Dollars (\$1,000,000.00) from UTGO bond proceeds (the "UTGO Funds") to fund the Planning Services to be performed by the Consultant on behalf of the EDC and the City. The UTGO Funds shall be disbursed by the City to the EDC as follows: (i) the full amount of the fee payable to the Consultant for the Planning Services (not to exceed \$1,000,000.00), payable in one lump sum payment, within thirty (30) days following the EDC's presentation to the City of a complete payment request including an invoice, the fully executed contract

between the EDC and the Consultant, and any additional documents requested by the City; and, (ii) subject to GSD's prior approval as described in Paragraph 5, the full amount of any change order resulting in an increased fee to the Consultant, payable in one lump sum payment, within thirty (30) days following the EDC's presentation to the City of an additional complete payment request including an invoice in the amount of the increased fee requested, the fully executed change order between the EDC and the Consultant, and any additional documents requested by the City. Notwithstanding anything to the contrary set forth herein, in no event shall the City or GSD be obligated to remit funds to the Consultant exceeding \$1,000,000.00. Upon GSD's request, the EDC shall provide GSD with invoices and other documents reasonably requested by GSD evidencing the EDC's expenditure of the UTGO Funds for the Planning Services.

4. The City agrees to reserve an amount equal to One Hundred Eighty One Thousand Eight Hundred Eighty Dollars (\$181,880.00) in general fund proceeds (the "General Funds" and together with the UTGO Funds, the "City Funds") to pay an administrative fee (the "Administrative Fee") to the EDC for the EDC's oversight and other administration of the Planning Services. The Administrative Fee shall be payable in one lump sum payment following the full execution of this Agreement and the approval of this Agreement by Detroit City Council. The City will endeavor to remit to EDC payment of the Administrative Fee within thirty (30) days of EDC's presentation to the City of a complete payment request including an invoice and any additional documents requested by the City. Notwithstanding anything to the contrary set forth herein, in no event shall the City or GSD be obligated to remit an Administrative Fee to EDC exceeding One Hundred Eighty-One Thousand Eight Hundred Eighty and 00/100 Dollars (\$181,880.00).
5. Notwithstanding anything herein to the contrary, including but not limited to the provisions of Paragraph 3 hereof, the EDC will promptly notify GSD, or cause GSD to be promptly notified of any proposed change order or other modification of a specific scope item that could cause a material increase in the costs of such work. Any such cost increases exceeding the total amount of UTGO Funds then disbursed must first be approved by the City prior to EDC incurring any additional costs in connection with the increase.
6. The scope of work for the Planning Services to be completed by the EDC shall be publicly bid by EDC pursuant to a competitive bidding process. GSD shall approve the final selected EDC contractor(s).
7. The EDC shall include in any agreements with third parties for completion of the Planning Services a requirement that such third parties indemnify both the City and the EDC.
8. The EDC shall include in any agreements with third parties for completion of the Planning Services a requirement that such third parties maintain certain insurance coverages acceptable to GSD with related insurance policies naming the "City of Detroit" as an additional insured.

9. The EDC shall, and shall require any third parties completing the Planning Services to maintain full and complete books, ledgers, journals, accounts, documents and records in auditable form wherein are kept all entries reflecting all of its operations pursuant to this Agreement, and the EDC and any third parties completing the Planning Services shall make available all books, documents, papers and records for monitoring, audits, inspections and examinations by the City during normal business hours. In the fulfillment of its responsibilities under this Agreement the EDC will abide by and cause any persons receiving funds pursuant to this Agreement to abide by all federal, state and local laws, as well as relevant City executive orders.
10. All records referred to in Paragraph 9 shall be maintained by the EDC and any third parties completing the Planning Services for three (3) years after the completion of the Planning Services. In the event of dispute between the Parties arising out of this Agreement that occurs within three (3) years after the later of the completion of the Planning Services or the final disbursement of City Funds, the EDC and any parties completing the Planning Services shall continue to maintain the data required pursuant to this paragraph until said dispute has been finally concluded, including all available challenges or appeals and audits.
11. All notices, consents, approvals, requests and other communications, herein collectively called "Notices", required or permitted under this Agreement shall be given in writing, signed by an authorized representative of the City or the EDC, and hand delivered, mailed by first-class mail, or mailed by overnight courier such as, by way of example only, FedEx, and addressed as follows:

If to the City:

City of Detroit
General Services Department
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 808
Detroit, Michigan, 48226
Attention: Director

If to the EDC:

The Economic Development Corporation of the
City of Detroit
500 Griswold, Suite 2200
Detroit, Michigan 48226
Attention: Authorized Agent

With a copy to:

The City of Detroit Law Department
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 500
Detroit, Michigan 48226
Attention: Corporation Counsel

With a copy to:

The Detroit Economic Growth Corporation
500 Griswold, Suite 2200
Detroit, Michigan 48226
Attention: General Counsel

All Notices shall be deemed given on the date of mailing. Either Party to this Agreement may change its address for the receipt of Notices at any time by giving notice thereof to the other as herein provided. Any Notice given by a Party hereunder must be signed by an authorized representative of such Party.

12. City may terminate this Agreement at its convenience at any time by giving the EDC a written Notice of Termination at least sixty (60) days before the effective date thereof. Upon such receipt of a Notice of Termination, EDC shall immediately cease to incur any further obligations with respect to the Planning Services and begin to wind down its operations related thereto. The EDC will be entitled to retain such portion of the City Funds for all amounts owed for work completed by EDC or its contractors for Planning Services up to the termination date given by the City in its Notice of Termination, or such later date as required by EDC's third party contract for the Planning Services. Conversely, EDC shall return such portion of the City Funds for Planning Services, including the applicable portion of the Administrative Fee, that have yet to be completed by the termination date given by the City in its Notice of Termination.
13. This Agreement may be executed in any number of counterparts. All such counterparts shall be deemed originals and together shall constitute one and the same instrument.
14. This instrument contains the entire agreement between the Parties respecting the subject matter of this Agreement, and all prior negotiations and agreements are merged herein. Neither Party nor its agents have made any representations except those expressly set forth herein, and no rights or remedies are or shall be acquired by the Parties by implication or otherwise unless expressly set forth herein.
15. No amendment to this Agreement will be effective unless it is in writing, expressly makes reference to this Agreement and is executed by a duly authorized representative of each Party.
16. This Agreement shall bind, and the rights, benefits and advantages of this agreement shall inure to the successors of the City and the EDC.
17. This Agreement will become effective upon its approval by Detroit City Council and expire on the date of the last payment of City Funds owed to the EDC for work performed by EDC or its contractors, unless otherwise terminated earlier as provided for herein.

(Signatures commence on next page)

IN WITNESS WHEREOF, EDC and the City, by and through their duly authorized representatives, have executed this Agreement as of the year and date first written above.

Acknowledged and agreed:

THE ECONOMIC DEVELOPMENT
CORPORATION OF THE CITY OF
DETROIT, a Michigan public authority and body
corporate.

By: 

Print Name: KENYATTA BRUBAKER

Its: Authorized Agent

CITY OF DETROIT,
a Michigan municipal corporation

By: 

Print Name: Janet H. Anderson

Its: S. Kector

Approved as to Form Only:
Counsel to the EDC

By: 

THIS AGREEMENT WAS APPROVED BY
DETROIT CITY COUNCIL ON:

Date

APPROVED AS TO FORM IN ACCORDANCE
WITH § 7.5-206 OF THE 2012 CITY OF
DETROIT CHARTER

Corporation Counsel

Chief Procurement Officer

THIS AGREEMENT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY
RESOLUTION OF THE CITY COUNCIL AND SIGNED BY THE CITY'S CHIEF
PROCUREMENT OFFICER.

EXHIBIT A

East Riverfront and Entertainment District – Planning Study

SCOPE OF WORK: Comprehensive assessment of the City of Detroit's Riverfront assets and administrative services to manage and oversee the planning study.

DELIVERABLE: Implementation strategy of critical investments for capital improvements to Riverfront assets and a comprehensive business strategy to support the long-term viability of these assets.

Purpose:

Assess the condition of publicly owned assets along the East Riverfront to determine level of capital improvements and economic development strategies.

Hart Plaza – assess current physical conditions, connectivity to the riverfront and downtown through Spirit Plaza and strategies for near-term and long-term capital investments.

Analyze opportunities for an entertainment district for large outdoor events such as music festivals, exhibits, conventions, etc.

General Scope for Study:

- Physical and Environmental Assessments
- Land Use Analysis
- Financial Analysis
- Economic Development and Commercial Opportunities
- Entertainment Opportunities including Venue Capacity Study
- Maintenance and Operations Strategies
- Legal Frameworks
- Long term and short term phasing scenarios

Primary Assets include:

- Spirit Plaza
- Hart Plaza
- Aretha Franklin (Chene) Park
- Erma Henderson Park/Marina
- Jefferson Village/ Marina District



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1026
DETROIT, MICHIGAN 48226
PHONE: 313 • 628-2158
FAX: 313 • 224 • 0542
WWW.DETROITMI.GOV

JA

30 50

September 10, 2019

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Authorization to submit a grant application to the Recycling Partnership for the Recycling Partnership Leadership Grant

The Office of Sustainability is hereby requesting authorization from Detroit City Council to submit a grant application to the Recycling Partnership for the Recycling Partnership Leadership Grant. The amount being sought is \$253,800.00. There is no match requirement. The total project cost is \$253,800.00.

The Recycling Partnership Leadership Grant will enable the department to:

- Hire a Recycling Coordinator who will establish data collection and management protocols and grow the multifamily recycling program

We respectfully request your approval to submit the grant application by adopting the attached resolution.

Sincerely,

Ryan Friedrichs
Director, Office of Development and Grants

CC:
Katerli Bounds, Deputy Director, Grants
Sajjiah Parker, Assistant Director, Grants

This Request has been approved by the Office of Budget

OCT 07 2019 M.T.F. under NB *(JA)* 3-0

2019 OCT 07 10:00 AM
CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

RESOLUTION

Council Member _____

WHEREAS, the Office of Sustainability has requested authorization from City Council to submit a grant application to the Recycling Partnership, for the Recycling Partnership Leadership Grant, in the amount of \$253,800.00, to hire a Recycling Coordinator who will establish data collection and management protocols and grow the multifamily recycling program; now

THEREFORE BE IT RESOLVED, the Office of Sustainability is hereby authorized to submit a grant application to the Recycling Partnership for the Recycling Partnership Leadership Grant.



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OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

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FAX: 313 • 224 • 0542
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Grant Application Request Form (GARF)

In order to secure the Office of Development and Grants (ODG) approval required under Section 18-4-2 of the Detroit City Charter, this form is to be filled out by City Departments as soon as possible upon learning of an opportunity that the Department would like to pursue. This form must be signed and submitted not later than 20 business days prior to the application deadline.

Please submit this form to the following ODG staff: Sajjiah Parker, Assistant Director, parkersa@detroitmi.gov and Greg Andrews, Program Analyst IV, andrewsgr@detroitmi.gov

City Department	Office of Sustainability
Date	September 9, 2019
Department Contact Name	Joel Howrani Heeres
Department Contact Phone	313-224-9420
Department Contact Email	howraniheeres@detroitmi.gov
Grant Opportunity Title	The Recycling Partnership Leadership Grant RFI
Grant Opportunity Funding Agency	The Recycling Partnership
Web Link to Opportunity Information	N/A (It was invitation only)
Award Amount (that Department will apply for)	\$253,800
Application Due Date	09/09/2019
Anticipated Proposed Budget Amount	\$253,800
City Match Contribution Amount	N/A
Source of City Match (include Appropriation Number, Cost Center, and Object Code)	N/A
List of programs/services/activities to be funded and the Budget for each <i>Sample:</i> - ABC Afterschool program: \$150,000 - XYZ Youth leadership program: \$100,000 - Salary/Benefits: \$95,000 - Supplies: \$5,000	Recycling Coordinator (pay + fringe) 1 FTE funded over 2 years - \$170,000 MRF Recycling Sort, Curbside 2 sorts per year over 2 years - \$30,000 Set-out Rate Study, Oops Tagging, Curbside 2 sorts with Oops tagging efforts per year over 2 years - \$8,800 Recycling Sort, Oops Tagging, Multifamily - \$4,000 Anti-contamination marketing, Curbside & HF 2-year campaign - \$20,000 Ambassadors - \$21,000
Brief Statement of Priorities/Purpose for the Application <i>Sample: To support expansion of promising youth development programs in MNO neighborhood.</i>	Grant funds would be used to hire a Recycling Coordinator, who will establish data collection and management protocols and grow our multifamily recycling program over two years. The Coordinator will help plan and oversee data collection activities such as recycling sort, set-out rate studies, and "Oops" tagging for single family curbside recycling. The Coordinator will work with our education contractors, Green Living Science and Zero Waste Detroit, and TRB to adjust and regularly messaging and recruitment strategies in the second year of the proposal. Data will be collected again to gauge impact of the adjusted strategies. The Coordinator will also be the main contact at the City for new multifamily recycling accounts that are serviced by the City. The Coordinator will work closely with education contractors and City staff to recruit multifamily properties, ensure successful service delivery, and track program data such as participation and tonnage where possible. There will be one recycling sort and two instances of Oops tagging at selected multifamily buildings per year.
Key Performance Indicators to be Used to Measure the Programs/Services/Activities <i>Sample:</i> # of kids newly enrolled in ABC and XYZ % of kids from ABC who demonstrate improved educational performance	% Participation Rate in Curbside Program % Participation Rate in Multifamily Program % Contamination Rate Curbside % Contamination Rate Multifamily

Joel Howrani Heeres

Director's Name (Please Print)

Director's Signature

9/9/2019

Date